



# Base Bulletin

Vandenberg AFB, CA 93437-0759



27 June 2001

No. 26

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

## SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961  
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

## SECTION II - OFFICIAL

### 1. 30<sup>th</sup> Communications Squadron:

**a. Emission Security:** If you do electronic processing of classified information, please ensure you have a current EMSEC evaluation or inspection on file with the Wing Information Assurance Office (WIAO). Call MSgt M. Landon at extension 5-2352 for assistance.

**b. AF Pubs Frequently Asked Questions (FAQs):** The product search function will only work properly if you enter the EXACT short title of the item you need or a portion of the EXACT title. You can not use any spaces in the search field. The Short Title must be EXACTLY correct or no results will be found. You may find the most successful way to search is to broaden the search. For example, if you are looking for AFMAN36-2223; you must type it into the search field as shown. If you type in AFM36-2223, or AF36-2223, or AFMAN362223 no results will be found. It is always a good idea to type in the full title if you are not sure what the title is. Type in 36-2223 and every Air Force publication with such numbers will come up. Whether it is an AFMAN, an AFI or an AFSSM. If you type in 2223 you will broaden your search even more. The same principle applies to AFMAN if you enter the prefix into the search it will call up every Air Force Manual. (30CS/SCSPP-DCI, 6-7892-4)

**c. Postal Rate Increase:** On 1 Jul 01, the United States Postal Service will increase postage rates for all mailings over 1 ounce. If you have packages or large envelopes try to mail prior to this date. (30CS\BITC, 6-7028)

**d. Locator Information:** As of June 21 2001, 30CS/DCI has assumed full control of the Military Locator Service. This service can be accessed 24 hours a day by dialing the base operator using the following numbers, from a base extension dial 0 or 411, from DSN 276-1110 and from a commercial phone dial (805) 606-1110. Duty telephone numbers for DOD and NAF employees assigned to Vandenberg are also available for your convenience. All base contractors maintain their own locator records. POC Margaret A. Fleming. (30 CS/DCI, 6-3986)

### 2. Traffic Management Office:

**a. Separating, Retiring or PCSing?** PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

**b. Approval for On-Base Commercial Carrier Accounts and Pick Up Points:** Attention all DoD organizations on Vandenberg AFB: Under the provisions of AFI 24-201, paragraph 2.1, the Traffic Management Office (TMO) must approve all on-base commercial carrier accounts and pick up points. To assist us in ensuring we are complying with AFI 24-201, we request all organizations with a commercial carrier (Federal Express, United Parcel, etc.) contact TMO. POC: MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

**3. Change of Command:** Lt Col James L. Hyatt III will relinquish command of the 2nd Space Launch Squadron to Lt Col Clinton E. Crosier on Monday, 9 Jul 01, 1000, in front of Building 761 (Space Launch Complex 3). Col Mark H. Owen, 30 OG Commander, will preside. POC is Capt Michelle Holland, 5-4712. Inclement weather location is the Western Range Operations Control Center. (2 SLS/IM, 6-9724)

**4. Commissary & Mini-Comm Hours for Independence Day Holiday:** In Observance of Independence Day, the commissary and Mini-Comm will be closed 4 Jul 01. (DeCA/WPVRG, 5-8803)

**5. 30<sup>th</sup> Security Squadron Information:**

**a. Neighborhood Watch Program:** This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Police Services, 5-0792. (30 SFS/SFOSP)

**b. Vacation Quarters Check:** If you live in base housing and plan to take leave or go TDY, have Security Forces check your home while you are gone. To make arrangements, stop by the Law Enforcement Desk, Bldg. 13675. For more information, call Police Services, 5-0792. (30 SFS/SFOSP)

**c. Firearms Registration:** IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1., all base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration, from your orderly room. After completing in triplicate, take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

**6. Air Force Reserve - Palace Chase Briefing:** 10 Jul 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/ISR)

OFFICIAL

Robert M. Worley II  
Colonel, USAF  
Commander

Susanne Brixler-Staab  
Chief, Publishing Management

**SECTION III - UNOFFICIAL**

**Vandenberg Commissary - Sidewalk Sale:** 30 Jun 01. Vandenberg Commissary is having a sidewalk sale. (DeCA, 5-8801)

**Community Support Center:** Pre-Register for all Classes, Workshops & Seminars. (30MSS/DPF)

**a. Job Information Expo:** 27 Jun 01, 1000-1030, Family Support Center. Come to find out information on local job employment opportunities and sources. Find out who's hiring and who's not. Find out how to add your resume to the AF and local websites. Call 5-8557 for more information.

**b. WIC Office Comes To You:** 28 Jun 01. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center the 4th Thursday of each month from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women,

infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC office at 737-6470 for an appointment.

**c. Women's Interest Group:** Meet 28 Jun 01, 1200, in the Library conference room. Brown bag lunch welcome. ATWIND event.

**d. Kids on the Move:** 29 Jun 01, 1500-1630. A video, "Let's Get a Move On", forms the core for discussion and activities for children ages 6-11 arriving or departing VAFB in the next 3 months. Each child will receive an individual package. Please register, 6-0801.

**e. TAP Seminar:** 10-12 Jul 01. There is now a single, generic 3-day TAP seminar for all retirees and separatees each month. Also, only those retirees and separatees who are within the one-year window are eligible to register. Spouses will be accommodated on a space available basis. Call 5-0134 to register if you are within one year of separation or retirement.

**f. Marriage Enrichment:** This program is offered on a one-on-one basis for couples who want to focus on effective communications to reduce the negative effects of conflict. Then conflict goes awry on a continuous basis, couples are more at risk of divorce or feeling dissatisfied with the marriage, which can effect work performance as well as personal well being. Call Linda Bastine at 6-9958.

**g. Foundation to Parenting Series:** The workshop covers a series of parenting topics, meeting every Thursday afternoon 1300-1500 at the HAWC. The current topic is Misbehaviors and Effective Parenting. To register contact Linda Bastine at 6-9958 or Greg Barisich at 6-5338.

**h. Nursing Mom's Program:** This program provides grants to rent electric breast pumps for ADAF families enrolled in Family Advocacy's New Parent's Program. The Family Advocacy Nurse Specialist determines the need. Call 5-8551 to learn more.

**i. Car Care Because We Care:** Available to eligible spouses of ADAF members deployed for more than 30 days or on a remote tour, and first term airmen. This program keeps the "primary" family vehicle of ADAF members in top running condition by preventive vehicle maintenance. Maintenance includes oil & filter check, lubrication, and vehicle safety checks on a grant basis. Call 5-8551 to learn more.

**j. Child Care for PCS:** Twenty hours per child is paid with Air Force Aid funds within 30 days of arrival or departure with PCS orders. This program is available to military members E-1 to E-5 and others in unique circumstances. Child care must be provided by licensed Family Day care providers on base. Pick up a Certificate of Eligibility and a list of providers at the FSC's Relocation office. Please bring a copy of your orders. To register call 6-0801.

**k. Phone Home Program:** Prepaid calling cards provided by the Air Force Aid Society are available for Air Force members to include single and married service members when they deploy for 30 days or more. TSgt Spencer disburses only one calling card to the service member per deployment. Eligible to receive calling cards are active duty Air Force service members who are deploying for over 30 days, to include school TDY's over 30 days. Also eligible are Air National Guard and Reservists activated under Title 10 orders for over 30 days. Call MSgt Spencer at 6-0039 for more information.

**l. Volunteer Resource Program:** Fill your free time or learn new skills. Ms. Agramonte assists active duty, family members, retirees, and DoD civilians with volunteer placement, either on or off base, with local agencies. To volunteer, call 5-8557.

**m. Baby Meet:** Held every Thursday at 1000 at the gymnasium next to the Youth Center. This is a parent participation group for babies between the ages of newborn to 2 years of age. Meet other parents and their babies for discussion and socialization. *Well babies only please.* For information, call Christine at 734-7135.

**n. Preschool Story Time:** Story time for children 2 to 5 years old every Thursday at 1000. Please sign up your child in advance so crafts can be planned. Contact the Library at 6-6414 to sign up.

**o. Racquetball Court:** Available 0830-1530 Mon-Fri. Reservations are required. Call 6-2221.

**p. American Red Cross:** The ARC ensures that a military family is never left alone. If you have a military family emergency, help is only a phone call away. The Santa Barbara County Chapter of the Red Cross provides the support you need 24/7. Our caseworker can be reached at 1-800-951-5600.

**q. Loan Closet Program:** A life saver for those who are inbound, outbound, TDY, visiting, or being visited. Borrow Dish packs, Baking pans, Utensils, Futons, Linens, Towels. Blankets, Coffee pots, Mixers, Toasters, Irons, Ironing boards, High chairs, Strollers, Booster seats, Car seats, Card tables, Chairs, Lamps, Fans, Vacuum Cleaners, Pack-n-play. Call 6-5484 for information

**r. Airmen's Attic Program:** Donated house wares, furniture, baby items, small appliances, mattresses, and other necessary items to set up housekeeping are available to keep for military personnel E-5 and below, and all others if there is a need. An AF Form 552 obtained from your Unit First Sergeant is required to access the Attic. Call 6-5484 for further information. Donations are always welcome.

**30th Services Squadron:** (30 SVS/SVK, 6-0276)**a. Pacific Coast Club:** (For details on any club functions please call 734-4375 or 734-4376).*Entertainment*

- Every Friday is **Club Card Drawing**. Don't miss out on your chance to win the Jackpot. Drawing is every Friday between 1700-2000. Must be present to win.
- 29 Jun 01, 2000-2400. **Karaoke Night** at the O-Lounge.
- 30 Jun 01, 2100-0400. **DJ** in the Hawk's Nest.

*Menu*

- **Lunch Time Buffet:** Not available the week of 2-6 Jul 01.
  - **A la Carte Menu Dining** is available Wednesday & Thursday nights except during Mongolian BBQ, 1800-2000.
    - 26 Jun 01. **"Family Night" Ribs & Chicken Buffet.** \$8.95.
    - 27 Jun 01. **Members Special, Two for One, Smoked Pork Chop.** \$11.95.
    - 28 Jun 01. **Mongolian BBQ.** \$5.95, \$.95 each additional oz.
  - **Family Night:** Tuesday night is "Family Night" at the Club. Children under 10 years eat free from the new children's buffet when accompanied by a paying adult. Limit two children per one adult. No take-out orders. 1800-2000.
  - **Foggio's:** Call and order ahead at 5-7800. **SPECIAL!** Sundays & Mondays: Get a large 2 topping pizza for just \$10.
- b. Fitness Center:** (30SVS/SVMP, 6-3832)
- **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
  - 11 Aug 01. **Triathlon.** Start training today for this event. Includes a 5K run, 20K bike, and 400 meter swim.
- c. Family Aquatics Center:** (30SVS/SVRO, 6-3581)
- **Dive-In Movie Night at the Base Pool.** Cost is \$2.00 per person including popcorn and a soda. Movie runs from 1930-2130.
  - **Scuba Diving Lessons:** Explore the underwater world. Call Bob Johnson at 735-5320.
  - **Youth Swim Lessons:** Open Registration will be held from 0900-1300, Monday-Friday.
- d. Bowling Center:** (30SVS/SVK, 6-3209)
- **Eat & Bowl:** Every Friday in June from 1830-2100. Bowl 3 games, get a burger, fries and drink for just \$7.
  - **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2100-2400, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
  - **Bonanza Bingo.** Play daily from open to close. It's only \$1 per card for a chance to win up to \$1000.
- e. Services Center:** (30SVS/SVYR, 5-8974)
- **Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Located in the Services Center, call for appointments at 5-4748.
  - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center, Wednesday, 1830-2100.
  - **6-Flags Tickets:** Tickets for 6-Flags Magic Mountain are available at the Tickets and Tours office for \$22 through 30 Jun 01. After that date, ticket prices will go up.
  - **ITT Trips:**
    - 8 Jul 01: **Dodgers vs. Mariners.** \$45 per person (must be of school age).
    - 14 Jul 01: **Santa Barbara French Festival.** \$25 per person (transportation)
    - 21 Jul 01. **Universal Studios Trip.** Transportation \$35. Discount tickets also available. Adults \$28.50, Children age 6-11 \$25.50.
    - 18 Aug 01: **Dodgers vs. Mets.** \$45 per person (must be of school age).
- f. Youth Center:** (30SVS/SVYY, 6-2152)
- **Parents Advisory Board!** Stop by the first Wednesday of every month for a Parents Advisory Board Meeting.
  - **Soccer Season is Here!** Registration for the Youth soccer leagues is open through 29 Jun 01 for players age 5-14. Cost is \$40 to play (\$35 for Youth Center members). Don't delay, sign up at the Youth Center today.



- **Youth Sports Clinics:** Starting in July, the Youth Sports program will be offering Youth clinics in Basketball, Softball, Baseball, and Soccer. These clinics are designed to improve fundamental skills, and are for youths age 8-14. Check with the Youth Center for more details.
- **Volunteers Needed:** The Youth Sports program is always in need of volunteers. Positions for the upcoming seasons: coaches, commissioners, field managers, and publicity managers. To volunteer, please stop by the Youth Center or call 6-9374 for more information.
- **Children's Creative Projects:** 2 Jul 01, 1300-1500. Traveling Theater presentation of "Jack & the Bean Stalk" at the Youth Center. Admission is free.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
  - 30 Jun 01, 0730. **Team Golf Tournament.**
  - **Junior Lessons:** Saturdays at 1330, with Bob Kotoski. Cost is \$5 per child. No sign up needed.
  - **Ladies Priority:** Every Wednesday 0830-0900.
  - **Intramural Golf:** Tuesday and Thursday, 1130-1230.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)  
**Open Skeet and Trap Shooting:** Every Wed, Fri, Sat, and Sun at 0830, except for special events.
- i. **Library:** (30 SVS/SVT, 6-6414)
  - **Internet is Here!** The library now has Internet access available.
- j. **Outdoor Recreation:** (30SVS/SVRO, 6-5908)
  - **Kern River Rafting Trips:** 7 or 8 Jul 01. Kern River Rafting Trips. Sign up for a rafting adventure. Eighteen spots are available for each trip. Lunch, transportation, and equipment provided. Must be at least 16 yrs of age. Cost is \$55 per person. Signup deadline for either trip is 3 Jul 01.

**Education Services & Human Resources Flight:** (30MSS/DPHS, 5-5902)

a. **AWC Seminar Signup Deadline 27 July.** The base education office is enrolling eligible officers and federal employees for Air War College nonresident studies. If you are interested, you should apply right away. At least 8 students are necessary to form a seminar. Senior professional military education is more important than ever in today's competitive and complex world. The AWC program offers you opportunities to enhance your professional development. The curriculum closely parallels the resident course, and emphasizes joint operations, senior leadership issues, national security strategy, regional studies, and the employment of air and space power. The AWC seminar program is a great way to complete senior PME. Seminar meetings combine self-study with an informal meeting environment conducive to learning. Not only can you draw knowledge from the course materials, but you can exchange concepts with other leaders, greatly enhancing your learning process. Seminar meetings are held weekly, starting in early August 01 and running until mid-June 02. This program is open to active duty, national guard, and reserve O-5 selectees or above of any component of the US Armed Forces, and federal civilian employees (GS-13 or above). Sign up by 27 June 01. For those who prefer a more flexible approach, the AWC correspondence program is available at any time. Correspondence members have 18 months to complete three terms and a required elective course. The Base Education Office is now taking enrollment applications. Forms are available at: <http://www.au.af.mil/au/awc/ns/ns-enroll.htm>. For more information call 5-5904.

b. **CCAF Spring 2001 Graduates:** If you attended the graduation on 31 May 01, please stop by the Education Office to pick up the photo of yourself receiving your diploma. For more information call Base Education at 5-5904.

c. **Military and Civilian Formal Training:** The office is located in Building 14002 of the base education complex (across from the Base Commissary). This is the location to update training, drop off TDY orders, or complete an AF Form 1556, Request for Training. Office hours are 0800-1200 and 1300-1600, Monday through Friday. For more information contact Percy Anderson, 5-5912, or Linda Richards, 5-5913.

d. **Air Command and Staff College (ACSC):** The ACSC seminar program will start in August. Majors or Major Selectees from all services are eligible to enroll as well as GS-11s and above. Application Forms may be picked up at the education center. After 26 June, the education office will start putting the enrollments into the Base Level Personnel Management System which will flow to Air University. Course material will be mailed directly to the student once the enrollment has been processed. The material will consist of a Multimedia CD-ROM and course books. Seminars meet for approximately 10.5 months, 3 hours per week. It should be noted that the number of missed sessions for each student is no longer a factor and attendance will not be tracked or recorded. Please call the Education Office at 5-5904 if you would like to enroll or have questions concerning the program.

**Personal Computer Training Class Schedule:** (30CS/MCA, 6-3771)

New Classes:

**Publisher 2000:** Microsoft Publisher 2000 helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Web sites. Publish easily on your desktop printer, at a copy shop or commercial print shop, or directly to the Web. **Front Page 2000:** The Microsoft FrontPage® 2000 Web site creation and management tool gives you everything you need to create and manage exactly the site you want, whether you're creating a personal Web page or a corporate Internet or intranet site. **Form Flow:** Learn how to make this program behave better. **Equipment Custodian** classes are now available. **Lunch and Learn** sessions for selected topics. Check below for the list of currently scheduled classes, dates and times. Descriptions of all the Lunch & Learn classes can be found at [\\30cs-training\Class Descriptions\Lunch and Learn.doc](#).

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military, DOD employees, Reservists, Guard, and Volunteers supporting Team Vandenberg only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

**Computer Based Training (CBT) Facility.** In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

**Instructor Led Classes**

<b>Dates</b>	<b>Class Name</b>	<b>Instructor:</b>	<b>Time</b>	<b>Open Slots</b>	<b>Wait List</b>
<b>June 2001</b>					
6/27-29	Outlook	Jim Wooding	08:00-11:00	10	0
<b>July 2001</b>					
7/2	Outlook Email Only	Jim Wooding	08:00-11:00	0	0
7/2-6	Publisher 2000	Lexi Schwartz	13:00-16:00	2	0
7/3	Defense Message System	Jim Wooding	08:00-11:00	8	0
7/5	Excel Advanced	Jim Wooding	08:00-11:00	10	0
7/6	Form Flow	Jim Wooding	08:00-11:00	0	3
7/9-13	Access Lab	Lexi Schwartz	08:00-11:00	12	0
7/9	Palm PDA - Beginning	Jim Wooding	13:00-16:00	10	0
7/9-13	Front Page 2000	Lexi Schwartz	13:00-16:00	0	6
7/10-12	Outlook	Jim Wooding	13:00-16:00	12	0
7/13	Outlook Email Only	Jim Wooding	08:00-11:00	12	0
7/16-18	Word 2000	Jim Wooding	08:00-11:00	1	0
7/16-20	Access 2000 Basic	Lexi Schwartz	13:00-16:00	5	0
7/19	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/20	Intro to Computers	Jim Wooding	08:00-11:00	10	0
7/23-26	Project 98	Lexi Schwartz	08:00-11:00	10	0
7/23-27	PowerPoint 97	Jim Wooding	13:00-16:00	9	0
7/27	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/30-1	Excel 97	Jim Wooding	08:00-11:00	11	0
7/30	Defense Message System	Jim Wooding	13:00-16:00	10	0
7/31-3	Publisher 2000	Lexi Schwartz	08:00-11:00	1	0
<b>August 2001</b>					
8/2	Excel Advanced	Jim Wooding	08:00-11:00	12	0
8/6-10	PowerPoint 2000	Jim Wooding	08:00-11:00	9	0
8/6-10	Front Page 2000	Lexi Schwartz	13:00-16:00	4	0
8/13	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
8/13-17	Access 97	Lexi Schwartz	13:00-16:00	12	0
8/14-16	Excel 2000	Jim Wooding	08:00-11:00	10	0

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8/17	Form Flow	Jim Wooding	08:00-11:00	6	0
8/20	Outlook 98 Email Only	Jim Wooding	08:00-11:00	14	0
8/20-24	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	11	0
8/21-23	Word 97	Jim Wooding	08:00-11:00	14	0
8/24	Excel Advanced	Jim Wooding	08:00-11:00	13	0
8/27-29	Outlook	Jim Wooding	08:00-11:00	14	0
8/27-31	Front Page 2000	Lexi Schwartz	13:00-16:00	12	0
8/30	Defense Message System	Jim Wooding	08:00-11:00	14	0
8/31	Outlook Email Only	Jim Wooding	13:00-16:00	13	0

**Lunch and Learn****June 2001**

6/27	Access - Basic Queries	Lexi Schwartz	11:30-12:30	13	0
6/29	Outlook - Rules & Organizing Email	Jim Wooding	11:30-12:30	12	0

**July 2001**

7/2	Excel - Formatting Worksheets	Jim Wooding	11:30-12:30	12	0
7/6	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
7/9	Project Resources	Lexi Schwartz	11:30-12:30	14	0
7/11	Excel - Workbook Sharing	Jim Wooding	11:30-12:30	13	0
7/13	Overview of MS Office -- What can I do with each?	Lexi Schwartz	11:30-12:30	14	0
7/16	Windows - Tips and Tricks	Jim Wooding	11:30-12:30	12	0
7/18	Access - Other Queries	Lexi Schwartz	11:30-12:30	13	0
7/20	PowerPoint - Inserting Sounds and Movies	Jim Wooding	11:30-12:30	13	0
7/23	Word - Styles	Lexi Schwartz	11:30-12:30	12	0
7/25	PowerPoint - Custom Animation	Jim Wooding	11:30-12:30	14	0
7/27	Excel Help - Bring Questions	Various	11:30-12:30	14	0
7/30	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	12	0

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8/1	Office - Object Linking & Embedding	Lexi Schwartz	11:30-12:30	12	0
8/3	Word - Tables	Lexi Schwartz	11:30-12:30	14	0
8/6	Excel - Macros	Jim Wooding	11:30-12:30	14	0
8/8	Word Help - Bring Questions	Various	11:30-12:30	14	0
8/10	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	14	0
8/13	Project Resources	Lexi Schwartz	11:30-12:30	14	0
8/15	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
8/17	Excel 97 - Pivot Tables	Lexi Schwartz	11:30-12:30	14	0
8/20	Excel - Headers and Footers	Jim Wooding	11:30-12:30	14	0
8/22	Internet Explorer - Tips & Tricks	Jim Wooding	11:30-12:30	14	0
8/24	Word - Columns	Lexi Schwartz	11:30-12:30	13	0

**ADPE EC Training**

7/18	ADPE EC Training	Darlene Payne	09:00-10:30	0	0
8/15	ADPE EC Training	Darlene Payne	09:00-10:30	14	0
9/19	ADPE EC Training	Darlene Payne	09:00-10:30	14	0

**Security**

7/11	UCM Training	Dianne Raynor	08:00-11:30	22	0
8/8	SATE Managers	Dianne Raynor	08:00-11:30	21	0
9/12	Certification & Accreditation	Dianne Raynor	08:00-11:30	24	0

**Wanted:**

**Safe Needed:** The Wing Operations Center is in need of a two-drawer safe. Safe must be cleared for Top Secret. If you need to get rid of your old safe, please contact SSgt Roach at 6-9022. (30 SW/CP)